



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	001-16	ISSUE DATE:	January 4, 2016
TITLE:	SUPERVISOR PERSONNEL RECORDS AND PAYROLL PROCESSING 1	CLOSING DATE:	January 19, 2016
LOCATION:	Department of Children and Families (DCF) Office of Human Resources 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	V23
DISTRIBUTION:	STATE WIDE	SALARY:	\$ 51,239.81 - \$ 72,686.63

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under direction of a supervisory official in a State department, institution or agency employing more than 4,000 employees, supervises staff involved in the preparation of unit payrolls, and the preparation and maintenance of payroll and personnel records and other forms, does other related duties.

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in the preparation and maintenance of personnel and payroll records, three (3) years of which shall have involved supervisory responsibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M. Dobron, Director of Human Resources
Department of Children and Families
Office of Human Resources
P. O. Box 717
Trenton, NJ 08625